



# **HVAC Compliance Tracking System Business Needs and Functional Requirements**

California Energy Commission

Request for Proposals

RFP-16-403

Pre-Bid Conference

February 27, 2017



# Administrative Slides

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## Key Activities and Dates

Deadline for Written Questions – **February 27, 2017,  
5:00 pm**

Distribute Questions/Answers and Addenda (if any) to  
RFP – **March 3, 2017**

**Deadline to Submit Proposals by 3:00 p.m. –  
March 24, 2017**

Notice of Proposed Award – **April 14, 2017**

Commission Business Meeting – **May or June 2017**



# Administrative Response

Every Proposer must complete and include the following in Section 1, Administrative Response:

- Cover Letter
- Table of Contents
- Attachment 1 Contractor Status Form
- Attachment 2 Darfur Contracting Act Form
- Small Business Certification (if applicable) (Or Non-Small Business Preference)
- Attachment 3 Completed DVBE forms
- Attachment 4 Bidder Declaration Form GSPD-05-105
- Attachment 5 Contractor Certification Clauses
- TACPA Forms (if applicable)
- Attachment 9 Iran Contracting Act Form



# Cost Proposal

Every Proposer must complete and include the budget forms found in Attachment 7 of the solicitation.

- Direct Labor
- Fringe Benefits
- Indirect Costs & Profits
- Loaded Rate Calculation - Att. 7a
- Total Expected Labor Cost - Att. 7b



## **Disabled Veteran Business Enterprise (DVBE) Requirements**

Full DVBE participation (3% of total Agreement amount)

Proposer commits to meet or exceed the DVBE participation requirements by either of the following methods:

Method A1 – Proposer is a Certified DVBE

Method A2 – Subcontractor is a certified DVBE and will receive at least 3% of the Agreement amount



# DVBE Incentive Program

The DVBE Incentive Program gives a contractor an opportunity to improve their bid status based on the efforts attained from the DVBE Participation Program. See RFP, p. 36 for more information.

- The incentive computation is only applied during the evaluation process and only to responsible Bidders.
- The incentive points for awards based on high score are as follows:
  - Participation of 3.01% - 3.99% = 1 point
  - Participation of 4.00%-4.99% = 2 points
  - Participation of 5.00%-5.99% = 3 points
  - Participation of 6.00%-6.99% = 4 points
  - Participation of 7.00% or more = 5 points



# Small/Non-Small Business Preference

- Small Business Preference – Certified Small Businesses or microbusinesses can claim the five percent preference when submitting a proposal. See RFP, p. 37 for more information.
- Non-Small Business Preference – Bidders can claim the five percent preference if they commit to small or micro business subcontractor participation of 25% of net bid price. See RFP, p. 39 for more information.





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# Technical Slides

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## Policy Background

- **SB 350 (de León, 2015)** requires the Energy Commission to “adopt, implement, and enforce a responsible contractor policy for ... building contractors to ensure that retrofits meet high-quality performance standards and reduce energy savings lost or forgone due to poor-quality workmanship.”
- ***Existing Buildings Energy Efficiency Action Plan***  
Consistent availability and access to the right kinds of information are foundational for both strong market functioning, and monitoring of governmental initiatives.



# Current Situation ...

- Commission has adopted quality performance standards HVAC contractors are obligated to meet
- Permits are pulled for about 10% of HVAC change-outs
- Most HVAC jobs bypass enforcement by:
  - Local building departments – energy, health and safety, proper licenses, workmen's compensation
  - CSLB – contractors meet licensure requirements to pull permits and comply with state and local laws
  - Blocks the attainment of public benefit and consumer protection safeguards



# **... Keeps Everyone in the Dark**

- Information on installations occurring without permit is not available for use by:
  - Building departments charged to protect the public
  - CSLB charged to ensure licensed contractors obey licensure laws and protect consumers
  - The industry itself to know how it is doing and to make voluntary improvements to self-correct
  - Market stakeholders who benefit from quality installations
    - Utilities who otherwise face large energy demand
    - Members of the public who expect energy efficient HVAC



## **HVAC Compliance Tracking System Potential Multi-Year Project**

- Tracking System Business Needs and Functional Requirements
- Tracking System Procedures Rulemaking
- Tracking System IT Development
- Tracking System Trial
- Tracking System Launch



# Goals of HVAC Compliance Tracking RFP

- Maximize the benefits of compliance tracking to state and local agencies and to the market itself
- Focus on how to make data collection as simple and non-intrusive as possible to the normal processes of sales, installation, verification and enforcement
- Design a compliance tracking system that is reasonable cost, reliable and secure
- Coordinate with existing/emerging electronic data sources (such as Quick Response (QR) codes, online permitting systems, data registries, data repository)
- Thoroughly vet business needs and functional requirements in a public workshop to get stakeholder feedback



# The selected contractor team will

- Determine the business needs of compliance tracking system users and key actors providing data
- Investigate electronic systems and manual approaches for acquiring tracking data and validating the data
- Document the functional requirements of tracking, including the roles and responsibilities of key actors providing data
- Specify processes to protect confidentiality, privacy, and data security in data acquisition, storage, and reporting
- Estimate the costs to develop, populate and maintain the compliance tracking system
- Identify benefits to multiple stakeholders of a well-designed tracking system



## Technical Proposal

Every Proposer must complete information about the following:

- Company / Team Organization
- Experience and Qualifications
- Approach to Tasks in Scope of Work
- Client References
- Previous Work Products

Proposers are strongly encouraged to carefully read the RFP, including Reference Documents on pp. 4-5 and Team Experience and Qualifications on pp. 24-26





## Statement of Work, Task 1: Agreement Management

- Task 1.1: Conduct Kick-off meeting
- Task 1.2: Prepare Invoices
- Task 1.3: Manage Subcontractors
- Task 1.4: Prepare Progress Reports



## **Statement of Work, Task 2: CSLB, Building Department, State and Local Agency Needs**

**GOAL: Develop a thorough understanding of the needs of and opportunities for state and local government users of the compliance tracking system**



## **Statement of Work, Task 3: Requirements for Data Acquisition and Reporting**

**GOAL:** Specify in detail the data needed, the process flows, the roles and responsibilities, and the data capture approaches for acquisition of the data needed for the compliance tracking system.

**Specify in detail the reporting needs of each key actor.**



## **Statement of Work, Task 4: Requirements for Data Confidentiality and Privacy Protection**

**GOAL: Determine in detail the approaches needed to protect the confidentiality and privacy of the data in the compliance tracking system**



## **Statement of Work, Task 5: Requirements for Database Security**

**GOAL: Determine in detail the  
approaches needed to protect the  
security of the compliance  
tracking system**



## **Statement of Work, Task 6: Requirements for Database Validation and Completeness**

**GOAL: Determine in detail the approaches needed to validate and ascertain the completeness of data in the compliance tracking system, and identify sources of comparison data for that purpose**



## **Statement of Work, Task 7: Cost of the Compliance Tracking System**

**GOAL: Estimate the cost for development, maintenance, and upgrade of the compliance tracking system and the cost to each actor to participate in the data acquisition process**



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### **Statement of Work, Task 8: Benefits of the Compliance Tracking System**

**GOAL: Determine the likely benefits that will accrue from the compliance tracking system to the State of California and each stakeholder**





## **Statement of Work, Task 9: Public Workshop and Final Report**

**GOAL:** Thoroughly vet the business needs and functional requirements in a public workshop to obtain stakeholder feedback on how the proposed system can best provide value to the market and to state and local agencies, how to make the compliance tracking system simple, non-intrusive, reasonable cost, reliable and secure



## Questions and Answers

- What Questions do you have?
- Written Questions due by  
5:00 p.m. Today, **February 27, 2017**
- Written Responses to Questions from  
Energy Commission by **March 3, 2017**



## California Energy Commission

# Direct Questions To

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